



*Wisconsin Department of Transportation
Division of Transportation System Development*

APPRAISAL GUIDELINES FOR PROPERTY OWNERS' APPRAISERS

You have been contacted by a property owner to provide an appraisal of property that is needed for a highway improvement project. Taking into consideration the effect of a highway improvement project, Wisconsin law provides the property owner the right to obtain their own appraisal of the proposed WisDOT acquisition. The law also allows the State to pay for an owner's appraisal. The following information is provided to assist you in understanding the provisions of this law as you prepare an appraisal for a property owner.

Wisconsin Statute section 32.05(2)(b) states in part: *The owner may obtain an appraisal by a qualified appraiser of all property proposed to be acquired, and may submit the reasonable costs of the appraisal to the condemnor for payment. Tthe owner shall submit a full narrative appraisal to the condemnor within 60 days after the owner receives the condemnor's appraisal.*

REASONABLE COSTS

WisDOT will only reimburse fees for an appraisal that are determined to be reasonable. Fees will be reimbursed if:

- a. The appraisal meets all WisDOT appraisal requirements,
- b. The analysis and presentation of appraisal data are documented with logical and reasonable conclusions of value,
- c. The billed fees are comparable to fees charged for similar work performed by other qualified appraisers within the same market area, as determined by WisDOT, and
- d. The reasonableness of the fee will also be judged by the complexity of the appraisal problem and the independent analysis and data provided by the appraiser.

In order for WisDOT to determine the reasonableness of the appraisal fee, the appraiser must submit a detailed breakdown of the time involved. The appraiser must indicate the dates and hours spent inspecting the subject property, inspecting and verifying comparable sales, drafting the report, etc. and indicate the hourly rate charged. It is the owner's responsibility to ensure the appraisal invoice contains these items. The appraisal report and bill must be submitted to WisDOT within the 60-day limit as specified in the original written offer.

FEES THAT WILL NOT BE REIMBURSED:

- Consultation with the owner or his/her representative or attorney unless it occurs during the actual property inspection or while gathering additional property data.
- Time spent reviewing the WisDOT appraisal.
- The entire payment can be denied if the appraisal does not meet the requirements under these guidelines.

FULL NARRATIVE APPRAISAL

A “**full narrative appraisal**” is a detailed and comprehensive appraisal report. It describes the property to be acquired and provides a documented conclusion of its fair market value and, if applicable, any damages to the remaining property. The appraisal report must contain the appraiser’s rationale for determining the damage estimate which must be based on market data contained within the appraisal. The report will typically be similar in scope and format to the appraisal report provided you by WisDOT.

60 DAY TIME LIMIT

Wisconsin Statutes require that the appraisal must be delivered to WisDOT or be postmarked **within 60 days** after the owner receives the WisDOT appraisal. Receipt of the WisDOT appraisal is considered to have been accomplished either upon the date of personal delivery or three days following the date of postmark.

All appraisals mailed by WisDOT are sent USPS certified mail requiring a signature upon delivery. Attempted deliveries are recorded. Failure to accept or retrieve the mailing once notified will not extend the sixty day period. The sixty days run consecutively without interruption. Failure to return an appraisal within 60 days does not mean an appraisal cannot be submitted for consideration, only that it will not be paid for by WisDOT.

WISDOT CANNOT PAY FOR THE COST OF AN APPRAISAL RECEIVED OR POSTMARKED AFTER 60 DAYS - NO EXCEPTIONS

The information contained in these guidelines is offered to help prevent any potential misunderstanding between you, the property owner and WisDOT regarding the reimbursement of appraisal fees.